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06 DEC 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Weekly Report --
Week Ending 5 December 1979 (U)

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1. Address - Huston-Tillotson College: Mr. William [] our []-based recruiter, and [] Office of Scientific Intelligence, addressed some 35 faculty members at Huston-Tillotson College on 14 November 1979. They discussed career opportunities in the Agency, reviewed our Graduate Studies Program and talked about the possibility of sabbatical arrangements for appropriate faculty members. [] reports that they were warmly received and met the President of the college. (U)

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2. Visitation: [] Deputy Chief, Recruitment Division, visited our recruitment offices in [] on 20 - 21 and 25 - 30 November, respectively. During the [] visit, he accompanied Recruiter [] on a trip to New Mexico Highlands University in Las Vegas, New Mexico and to the University of New Mexico in Albuquerque. [] the new Hispanic Program Coordinator for the Agency, joined them in their visit and was instrumental in expanding contacts with department heads and campus officials.

3. Retirement Activity: The figures shown below represent those employees who have signed for retirement during the months indicated:

	<u>CIARDS</u>	<u>CSC</u>	<u>TOTAL</u>
December 1979	17	12	29
January 1980	53	50	103
TOTALS	70	62	132 (C)

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4. Wrap-up on Retirement Information Seminar: The Retirement Information Seminar was conducted in the Auditorium at Headquarters on 30 October, 1, 6, 8 and 13 November 1979. The audience was the most expressive to date in both verbal and written comments. The vast majority of the critiques received were very positive in nature and rated the Seminar as excellent and as a distinct service by the Agency to its employees. The Seminar attracted a wide representation of personnel from all offices. A special feature this year was the inclusion of two retirees who had relocated to other parts of the country, namely, Florida and Colorado, and had started new careers in these locations. To date there have been more than 20 requests by various offices for video tapes of the Seminar program including some from overseas stations or bases. (U/AIUO)

5. Senior Intelligence Service: The Senior Intelligence Service Support Staff members continued to answer a variety of routine questions on SIS matters, specifically in the areas of Advance Work Plans and leave. In addition, they met with the Science and Technology Management Advisory Group to respond to questions concerning SES and SIS. (U)

6. Notices and Regulations:

a. Two proposed Headquarters Notices, New Terms Used to Describe Weather Emergencies and Office of Personnel Management Summer Job Program for 1980, were forwarded to the Records Control Division for publication. (U)

b. A proposed revision of Leave and Other Absence, was prepared to reflect the Office of Personnel Management regulation pertaining to leave during weather emergencies, and was forwarded to the Regulations Control Division for publication. (U)

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c. An initial draft version of Personnel Performance Appraisal and Evaluation of Potential was completed as well as a draft of a proposed Headquarters Notice on Part-Time Career Employment. (U)

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7. Hire the Handicapped: At the Handicapped Program Advisory Committee meeting on 20 November 1979, two short films were previewed for possible use in conjunction with the Agency Selective Placement Programs. One of them, "The Bottom Line," a dramatization illustrating the problems handicapped persons encounter when seeking employment, was very well done. Because it would be an excellent tool for use in removing attitudinal barriers, it was decided to explore the possibility of purchasing a copy. (U)

8. Briefing a Military Support: [REDACTED] Chief, Military Personnel Branch, met with Lt. Colonel Osborn, Chief, Special Plans and Operations, Headquarters, Department of the Army, WSAF, on 28 November 1979 for briefings on world-

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9. Reserve Speaker: Lt. Colonel Bill Malone, Command and Control Division, Office of the Deputy Chief of Staff for Operations and Plans, Headquarters, Department of the Army, addressed the Joint Military Reserve Training Command on Monday, 3 December 1979, in the Headquarters Auditorium. Colonel Malone spoke on the growing importance of command and control on the modern battlefield and on projected developments during the next decade. A large number of Agency reservists were in attendance. (C)

10. Open Season - Health Benefit Plan: Through the third week of the 1980 Open Season, there have been a total of 223 actions. This is 20 more than received for the same period in 1979. The Agency's Association Benefit Plan continues to make some gains in enrollment indicating an increase of 23 enrollments versus a decrease of 4 in 1979. The most significant trend appears to be the shift away from Blue Cross/Blue Shield. Last year they gained a total of 52 enrollments during this three-week period as compared to only 5 for 1980. The remaining actions are modest changes in the various other plans with the Postmaster's Benefit Plan showing the greatest gain -- 16 in 1980 versus 6 for 1979. (U/AIUO)

11. Combined Federal Campaign: As of close of business on 30 November 1979, the Combined Federal Campaign pledges totalled \$283,556.24, which is 94.5% of our goal. Pledges of \$35,842 have been received for the Educational Aide Fund and \$6,883.25 has been pledged for the Public Service Aide Society. (U)

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12. Savings Bonds: Mr. Gilbert Goff of the United States Treasury Department will visit Headquarters on 6 December to discuss United States Savings Bonds matters. In addition to the Office of Personnel, representatives from the Offices of Finance and Data Processing will also be present for the meetings which will focus primarily on the conversion of Series E and H bonds to Series EE and HH. (U)

13. Blood Day: Blood Day was held on 4 December. We had a total of 127 donors, 3 fewer than for the same period one year ago. (U)

14. Rehired Annuitants: See attached report.

COMING EVENTS

Lt. Colonel Gil Rye, Headquarters, United States Air Force, is scheduled to address the next meeting of the Joint Military Reserve Training Command which will be held on Monday, 10 December 1979, in the Headquarters Auditorium at 5:45 p.m. Colonel Rye will discuss new United States Air Force weapons systems and their impact on the battlefield of the 1980's. The meeting will be open to all Agency employees. (C)


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for Harry E. Fitzwater

Att

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANTS
(28 November - 4 December 1979)

1. The following rehired civilian annuitant cases were processed as new hires:

DDA

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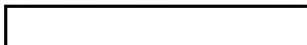


- Independent Contractor, Office of Security, new hire effective 18 August 1979 (C)
- Contract Employee, SE Division, new hire effective 13 November 1979 (S)
- Independent Contractor, DCD, new hire effective 31 October 1979 (S)

DDO

DDS&T and NFAC

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- Independent Contractor, OTS and OSI, new hire 1 December 1979 (C)

2. The following rehired civilian annuitant case was approved for extension:

DDO

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- Contract Employee, LA Division, one-year extension effective 5 December 1979 (S)